

**Tahseen Asad**  
[Adv.tahseenmangi@gmail.com](mailto:Adv.tahseenmangi@gmail.com)  
Mobile:0300-8911291

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Dear Sir/Madam

I have done **Bachelor Of Law** in the year 2018 with a 2<sup>nd</sup> Division I have a relevant educational field.

I will be the suitable candidate for the position you looking for. I would be excited to be a part of it. I am a familiar with **Legal Associate** At Moulvi Law Associates DHA Karachi program including employee's compensation, training and development, and performance Management. I have a strong communication, and inter personal skills and proficient in **MS office**. I am a team oriented; self motivated.

I have attached my resume for your review. From my resume if you feel that I will be the suitable candidate for the position you looking for then please contact me I can be reached at the above telephone numbers and looking forward to hearing from you.

Sincerely yours

**Tahseen Asad**

**Enclosure: Resume**

# Tahseen Asad

**Address:** Flat 502 5<sup>th</sup> Floor Madina Garden Binoria Town Jamshed Road Karach

**Mobile No:** +92300-8911291

**Email:** adv.tahseenmangi@gmail.com

## Career Objective

Seeking a challenging position in progressive organization with an aim to contribute positively towards the achievements of its objectives to the best of my capabilities and to developed and improves my professional skills.

## Education

**Bachelor of Law LLB**

**Bachelors of Arts**

**Government Islamia Science College .**

Intermediate (Science)

**Govt Modern High School.**

Matriculation Science.

## Experience

### ORGANISATIONAL EXPERIENCE

<u>Tenure</u>	<u>Company Name</u>	<u>Designation</u>
<u>Present</u>	Moulvi Law & Co. Advocate & Legal Consultant DHA Karachi.	Associate
2018- 2020	AT & Tc PVT LTD	HR Assistant.
2016 – 2018	BP Industries Pakistan	HR Assistant

### Internship

Internship MCB Bank Ltd  
Retail Banking Group-South  
MCB Circle Office MCB Tower Karachi.

8<sup>th</sup> June 2015 to 20<sup>th</sup> July 2015

## **I.T Skills**

Certificate in Information Technology from **S.I.M.S** Information Technology.  
Proficient in Microsoft Office Applications: Word, PowerPoint and Excel. VB, Photoshop,  
MS Outlook, Internet

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## **Short Courses**

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Networking & Telecommunication  
Import Export Course.

## **Personal Skill**

Capability to be Innovate and Solution Oriented  
Demonstrated ability to work under tight Schedules

## **Language**

English, Urdu.